

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Affirmation of Confidentiality and Formal Non-Engagement

Dear [Recipient Name],

Thank you for providing [Your Company Name] with the opportunity to review your proposal and presentation regarding [Project Name/Brief Description] on [Date of Pitch]. We appreciate the time and effort your team invested in this process.

I am writing to formally inform you that, after careful consideration, we have decided not to move forward with a professional engagement at this time. This letter serves as a formal notice of non-engagement.

In accordance with the [Non-Disclosure Agreement dated Date / Confidentiality terms discussed], we hereby affirm our commitment to maintaining the confidentiality of all proprietary information, trade secrets, and materials shared during your pitch. Specifically:

- We will not use, disclose, or distribute any confidential information provided to us.
- Access to your materials has been restricted to only those individuals necessary for the evaluation process.
- We have [destroyed / returned / deleted] all physical and digital copies of your pitch materials, except as required by law or for internal record-keeping of this decision.

This decision does not reflect upon the quality of your work, and we wish you the best of luck with your future endeavors. Should our requirements change in the future, we may reach out to discuss potential opportunities.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]